

## Mode of Delivery Guidelines

### 1. Definitions

The Mode of Delivery for a course refers to the “**Appropriateness of the proposed mode(s) of delivery** (distance learning, compressed part-time, online, mixed-mode or non-standard forms of delivery, flex-time options) **to meet the intended program learning outcomes and degree-level expectations.**”  
(*University of Toronto Quality Assurance Process*)

At the University of Toronto, there are 3 modes of delivery: in-class, online, and hybrid. The definitions for each can be found below.

**In-class:** The majority of instruction is delivered in-class (e.g. lectures, seminar discussion, midterms etc.). In-class courses may include some online elements (e.g. flipped classroom tools, online discussion boards, online office hours).

- Note: courses which use WebOption are considered to be “in-class.” If you have questions about using WebOption, please email the [Centre for Teaching and Learning](#).

**Online:** All instructional interaction occurs without the student and instructor being in the same physical location. When a course is delivered predominantly online, assessments are also conducted and submitted online.

- Note: If an online course requires an in-class assessment component on an ongoing basis (e.g., final exam or practice-based assessment) the department should consult with the Office of the Vice-Principal Academic & Dean and consider a pedagogical rationale. The “Notes” section of the course description must also clearly state that the course will require an in-class assessment component each time that it is offered.

**Hybrid:** is designed such that face-to-face teaching time is reduced, but not eliminated. A course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Assessments for hybrid courses may be conducted in-person and/or online.

- Note: Hybrid courses are expected to have regular in-person gatherings. The pattern of in-class and online meetings must be clearly stated in the course proposal, and must have a pedagogically sound rationale. If the proportion of online components significantly exceeds the in-class components, the proposal should be reviewed in consultation with the Office of the Vice-Principal Academic & Dean to determine whether the course should be offered fully online.

### 2. Identifying the Mode of Delivery for U of T Scarborough courses in Curriculum Manager

Mode of Delivery is a standard field for course entries in the Curriculum Manager system. For most U of T Scarborough course entries, this field has not been completed; however, unless explicitly stated, the

default mode of delivery for all U of T Scarborough courses is “in-class”. As such, in Summer 2021, and effective as of the 2022-23 academic year, the Office of the Vice-Principal Academic & Dean will be updating all course entries in the Curriculum Manager system to indicate the mode of delivery as “in-class.” This includes field courses, practicums, and co-op work terms. No action is needed on the part of departments for courses that will be continuing in person post-pandemic.

### **3. Adding to, or Changing, the Mode of Delivery for U of T Scarborough courses**

Once the COVID-19 pandemic has passed and we return fully to campus, we recognize that some departments will wish to continue delivering some of their courses as either “hybrid” or “online.” Any additions or changes to the existing mode of delivery of a course (i.e. “in-class”) beyond the 2021-2022 academic year must be reported to the Academic Affairs Committee, and in the case of changes to fully “online” must be approved through governance.

Departments wishing to create a permanent hybrid or online option for any of their courses must submit a course change proposal through Curriculum Manager in the year prior to the first offering of that course. For the 2022-2023 curriculum cycle, **minor modification proposals are due Monday, October 18, 2021.**

### **4. Adding to, or Changing, the Mode of Delivery for U of T Scarborough Programs**

If an existing program is being converted or extended to a hybrid or online offering, approval is done through a **major modification**. This means that any department wishing to add to or change the mode of delivery of an existing program must submit a major modification proposal using the appropriate proposal template in MS Word format; templates can be requested from the Academic Programs Officer. For the 2022-2023 curriculum cycle, **major modification proposals are due Monday August 16, 2021.**

**Note:** Altering or adding to the mode of delivery for several courses, particularly required courses, may constitute a larger-scale change to a program’s mode of delivery. Departments seeking to change the mode of delivery for multiple courses in a program are encouraged to seek consultation from the Office of the Vice-Principal Academic & Dean.

If you would like further information or clarification on the different modes of delivery, please direct questions about undergraduate courses to the [Vice-Dean Teaching, Learning, and Undergraduate Programs](#), and questions about graduate courses to the [Vice-Dean Graduate and Postdoctoral Studies](#). You can also visit the [Vice-Provost Academic Programs and Innovations in Undergraduate Education website](#) for more information on the governance processes relevant to mode of delivery changes.